

Lake County Board of County Commissioners Special Event Permit Application Terms & Conditions

Welcome to the Lake County Board of County Commissioners Special Event Permit Application.

Please read the following terms and conditions carefully before continuing to the application:

Purpose:

The Purpose of this Special Event Permit Application is to support and enforce Article V, Chapter 13, of the Lake County Code, amended by Ordinance No. 2013-4, which provides a definition of what constitutes a special event and provides the process by which an event coordinator can obtain a special event permit.

Definition:

As stated in Article V, Sec. 13-146, a special event is an event that meets any one of the following criteria:

- Is intended to, or likely to, attract more than 500 people; or
- Requires the temporary closure of any collector or arterial public roadway; or
- Involve the use of pyrotechnics; or
- Exceeds the maximum allowed number of patrons within an establishment

Please note that an event is still subject to this Article even if it is specifically permitted by a zoning ordinance.

Procedure:

Any special event, as defined above, requires the completion of the Special Event Permit Application form. Submission of the complete form begins the application process and assists the County Manager or designee in coordinating the application process between County departments and other affected agencies.

The agent (event director/coordinator), operator (sponsoring agency/organization), or owner(s) of the property/event venue desiring to host a special event must submit a signed copy of the Special Event Permit Application **at least 90 days prior to the commencement of the event.**

Upon receipt of a completed Special Event Permit Application the County Manager or designee will evaluate all provided information to determine the complexity of the entire event. If further information and permitting is required, the applicant will receive a Special Event Permit Checklist detailing all additional required documentation, associated fees, and due dates. Events that require additional public safety planning, dependent on the degree of complexity, may require the implementation of an Incident Action Plan (IAP). The County Manager or designee will coordinate with the applicant to create, implement and maintain an Incident Action Plan. If an IAP is required, an additional event management fee may be charged by the County.

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Conditions:

A special event permit will not be issued unless all of the following applicable conditions are met:

1. The proposed event must be allowed as a permitted or conditional use within the zoning district where the property is located. **A special event site plan may be required** under Section 14.13.00, Land Development Regulations.
2. Adequate plans for site construction, sanitation facilities, sewage disposal, garbage and refuse disposal, drainage, floodlighting during darkness, insect and rodent control, water supply and food service must be provided and meet all minimum requirements deemed necessary in the interests of the health, safety, and welfare of the public.
3. An adequate legal description and scale map or plan of event site, showing the location of all required facilities, all points of ingress and egress and designated parking area(s) outside of the performance area, and designated safe pedestrian routes that indicate travel between the designated parking area(s) and the performance area. **Designated parking area(s) shall provide for at least one (1) parking space for every three (3) patrons.**
4. An adequate plan that addresses all appropriate public safety requirements including but not limited to:
 - a. A Security Plan that provides a detailed description of security operations. **For every five hundred (500) patrons, event security shall include at least one (1) person professional trained and certified in security or at least one (1) State of Florida certified law enforcement officer with jurisdictional authority.** This ratio of security personnel to patrons may need to be increased depending on the nature of the event, traffic impact, event timing and duration, and the service and/or consumption of intoxicants.
 - b. A Traffic Plan that provides a detailed description of the safe and efficient management of traffic flow from the public roadways to the designated parking area(s), movement of pedestrian traffic to and from the event area and traffic movement out of the designated parking area(s) to public roadways. **On-site, private property event traffic management shall be at least one (1) person professional trained in traffic control or at least one (1) State of Florida certified law enforcement officer with jurisdictional authority.** Traffic control of public roadways shall **only** be conducted by a State of Florida certified law enforcement officer with jurisdictional authority. **A temporary road closure permit may be required** as set forth in Section 15-16, Lake County Code, or as required by the State for state roads. If event parking will encompass public right-of-way, an advance written approval from the entity having jurisdiction over such right-of-way shall be required.
 - c. A Communications Plan that provides a detailed description of event communications, including but not limited to internal communication between the event management and event staff, and external communication between the event's public safety components and the County's public safety agencies. The Communications Plan shall include all contact information for all persons and/or entities involved in the event sponsorship and management, suppliers and vendors responsible for goods and services to the event, and all public safety agencies with jurisdictional authority. Community notification may be required.
 - d. A Fire Protection Plan that provides a detailed description of fire service operations, including but not limited to management of pyrotechnics or fireworks, tents exceeding nine hundred (900) square feet or with any side thirty (30) feet or longer, temporary structures, inflatables such as balloons and structures such as jump houses, and review and approval of vendors' cooking platforms at the special event. **A tent permit may be required** by the Lake County Building Division.

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- e. A Medical Services Plan that provides a detailed description of the medical operations, including but not limited to a dedicated staging area for ambulance and fire service vehicle(s); event operational times with assignments and locations of all medical resources and a list of the closest hospitals with contact information. **If the event's medical operations and management are to be conducted by a private organization, the following information is required:** (1) Medical Director's name, copy of professional medical credentials and twenty-four (24) hour contact information; (2) names, contact information, and copy of professional medical credentials for all care responders assigned to the special event; (3) provide procedures for normal event operations and emergency operations such as mass casualty incidents, mass treatment and emergency evacuation; (4) locations for first aid and rehabilitation; and (5) a complete listing of all medical resources required to maintain the level of service as designated by the event's medical director. Coordination with Lake County Emergency Medical Services, Inc. may be required.
5. Full and complete compliance with all beverage license laws and other laws, ordinances, and regulations applicable to the county shall be required.
6. A written public liability insurance policy insuring the agent/operator staging, promoting or conducting the event against any and all claims and demands made by any person or persons for injuries received in connection with the staging, promoting, conducting or attendance of or at the event, written with the limits of not less than five hundred thousand dollars (\$500,000.00) damage or injury to any one (1) person for bodily injury or otherwise, and for not less than one-million (\$1,000,000.00) for damages incurred or claimed by more than one (1) person for bodily injury or otherwise, plus one hundred thousand (\$100,000.00) damages to property.

Rescheduling of Event (Force Majeure):

If the event is cancelled due to an event of Force Majeure, including but not limited to: natural events or "Acts of God" including hurricanes, floods, and other natural disasters; war; terrorist activities; government sanction; and any other unforeseen cause outside the control of the agent/operator, the agent/operator shall **notify the County Manager or designee no later than twenty-four (24) hours prior to the approved start date**. Upon receipt of timely notice of cancellation of the event, the permit shall remain valid for 30 days beyond the approved start date to allow for rescheduling of the event. The agent/operator shall provide the County Manager or designee a minimum of five (5) days' notice prior to the start time of the rescheduled event. The permit shall expire if the event is not rescheduled within the time frame stated herein.

Other Reviews and Approvals:

For special events that include federal, state, adjacent counties and/or municipal jurisdictions in addition to unincorporated Lake County, the County Manager or designee may include the federal, state, and/or municipal jurisdictions to participate in the review and approval of the appropriate section for the public safety requirements.

Deviation or Violation of Conditions and Plans:

If there are any deviations or violations of or from the conditions and plans submitted under this section or violation of other provisions of Article V, Chapter 13, of the Lake County Code, or any material misrepresentation in the application for the special event permit, the County Manager or designee may revoke the special event permit.

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Agent (Event Director/Coordinator)					
Name:					
Phone:		Email:		Fax:	
Mailing address:					
City:		State:		ZIP Code:	
Operator (Sponsoring Organization/Agency) if applicable					
Name of Organization/Agency:					
Phone:		E-mail:		Fax:	
Mailing Address:					
City:		State:		ZIP Code:	
Owner(s) of Property/Event Venue					
Name:					
Phone:		E-mail:		Fax:	
Address of Property/Event Venue:					
City:		State:		ZIP Code:	
Event Information					
Event Name/Title:					
Event Date(s):			Expected Attendance:		
Event Time(s):	Set-Up Time:		Event Duration:		Clean-Up Time:
Description of Event: (Please include as much descriptive information as possible as well as the purpose for hosting this event)					
Admission Ticket Sale: (Please include all platforms available to purchase an admissions ticket to the event.)					
Additional Event Information					
Please respond to all statements and questions below as accurately as possible as they will aid us in determining what specific forms, permits, and documentation will be required for your event.					
	YES	NO		YES	NO
Alcohol will be sold, served or consumed at event			Tents will be used		
Food will be prepared, served or sold at event			A County Park or Trail will be used		
Event will generate any type of waste			Any portion of any county road will be used		
Portable toilets will be provided			EMS stations or first aid stations will be required		
Fireworks or pyrotechnics will be displayed			Event participants be staying overnight		
Inflatables or inflatable structures will be used			Event includes entertainment (concert, performers, etc)		
Will any portion of the event occur in unincorporated Lake County? (Even if it begins and ends in a local municipality)					
Signatures					
I have received and reviewed the Lake County Customer Guide to Special Events and certify that all information provided within this application is accurate and free of material misrepresentation.					
Signature of Agent (Event Director/Coordinator):				Date:	

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Special Event Permit Application Approval Form

If, for any reason, you choose to Not Approve this application, please include a detailed description for the reasoning behind your decision in the appropriate staff notes section.

ENVIRONMENTAL HEALTH:		<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	<input type="checkbox"/> N/A
Staff (Print Name):		Date:		
Staff Signature:				
Staff Notes:				
PUBLIC WORKS:		<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	<input type="checkbox"/> N/A
Staff (Print Name):		Date:		
Staff Signature:				
Staff Notes:				
SHERIFF'S OFFICE:		<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	<input type="checkbox"/> N/A
Staff (Print Name):		Date:		
Staff Signature:				
Staff Notes:				
FIRE RESCUE:		<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	<input type="checkbox"/> N/A
Staff (Print Name):		Date:		
Staff Signature:				
Staff Notes:				
EMERGENCY MEDICAL SERVICES:		<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	<input type="checkbox"/> N/A
Staff (Print Name):		Date:		
Staff Signature:				
Staff Notes:				
PLANNING & ZONING:		<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	<input type="checkbox"/> N/A
Staff (Print Name):		Date:		
Staff Signature:				
Staff Notes:				
CODE ENFORCEMENT:		<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	<input type="checkbox"/> N/A
Staff (Print Name):		Date:		
Staff Signature:				
Staff Notes:				
RISK MANAGEMENT:		<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	<input type="checkbox"/> N/A
Staff (Print Name):		Date:		
Staff Signature:				
Staff Notes:				
COUNTY MANAGER OR DESIGNEE:		<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	
County Representative (Print Name):		Date:		
Staff Signature:				